

YOUTH INNOVATION AND ENTREPRENEURSHIP PROGRAM

REQUEST FOR PROPOSALS

GUIDELINES FOR PROPOSAL DEVELOPMENT

Public Affairs Section

U.S. Embassy in Ankara

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1. INTRODUCTION

The Public Affairs section of the U.S. Embassy in Ankara invites Turkish non-governmental, non-profit organizations to submit funding proposals for a nationwide youth innovation and entrepreneurship program in Turkey.

The goal of this program is to nurture creativity among Turkish high school students while allowing them to acquire entrepreneurship skills.

Proposal components may include, but are not limited to, distribution of educational materials, a series of trainings, web-based education, information fairs, media events, and a student exchange component. The program will last approximately 18 months.

No more than \$170,000 of U.S. Government funds will be available for this program. Applicants are encouraged to seek additional funding from non-U.S. Government sources. Strong preference will be given to partnership projects (coalition of two or preferably more Turkish NGOs).

Deadline for submissions of proposals is February 29, 2008. Program should commence on April, 2008.

YOUTH INNOVATION AND ENTREPRENEURSHIP PROGRAM

FACT BOX

- **Goal:** To promote greater understanding of how individual creativity and entrepreneurship can be promoted among young people. The NGO will help stimulate innovations and mutual relations by partnering Anatolian High Schools in Turkey with High Schools in the United States. The program may include components such as distribution of educational materials, a series of trainings, web-based education, information fairs, media events, and a student exchange to nurture the innovation and entrepreneurship skills of students.
- **Applicant Profile:** NGOs and NGO partnerships with creative and innovative approaches to teaching new skills, awareness and understanding of entrepreneurship and technological innovation that have experience working in Turkey's public sector secondary schools.
- **Number of Grants:** One grant totaling no more than \$170,000 will be awarded.
- **Project Duration:** The project will run approximately for 21 months starting from early April 2008 through December 2009
- **Application Process:** Applicants must submit their proposals by February 29th, 2008. Proposals will be considered by the Review Committee during March 2008.
- **Grant Awarded:** April 2008

2. APPLICATION PROCESS

2.1. YOUTH INNOVATION AND ENTREPRENEURSHIP PROGRAM- GRANTEE PROFILE AND ELIGIBILITY CRITERIA

Applicants for the Youth Innovation and Entrepreneurship Program grant should be NGOs registered in Turkey or partnered with NGOs registered in Turkey that are interested in developing creative and innovative approaches focusing on informing and educating young people on entrepreneurship.

Given the additional impact and value of well-defined partnerships, preference will be given to projects designed and implemented by NGOs which have a track record of work on entrepreneurship and innovation among young people between the ages of 14 and 17.

In order to be considered for the Youth Innovation and Entrepreneurship Program grant, applicants must meet ALL of the following eligibility criteria:

Partnership proposals:

- All NGOs must be registered under Turkey's "Law on Associations."
- The lead organization must have been registered for a minimum of 1 year and demonstrate institutional capacity by documenting the successful completion of related projects.
- The proposed project must have a nationwide impact.

Individual proposals:

- Applicant must be registered under Turkey's "Law on Associations."
- Applicant must have been registered for a minimum of 1 year and demonstrate institutional capacity by documenting the successful completion of related projects.
- The proposed project must have a nationwide impact.

Applications received from NGOs not meeting the above-listed eligibility criteria will be deemed technically ineligible and not subject to review.

2.2. REVIEW PROCESS AND TIMELINE

The Public Affairs section of the U.S. Embassy will conduct one round of grant reviews in 2008. All applications received by the deadline will be reviewed in this round in April 2008. If funds remain, or no grant is awarded, there will be another Request for Proposal issued in late April 2008.

Project proposals should be addressed to Mr. Craig Dicker, PA Section, U.S. Embassy, Ataturk Bulvari No: 110 Kavaklıdere Ankara, and sent by regular mail, postmarked no later than February 29th, 2008. Faxed or e-mailed applications will not/not be accepted.

U.S. Embassy reserves the right to award one, several, or no grant from applications received.

2.3. APPLICATION PROCESS

All eligible applicants are invited to submit a project proposal of no more than 8 pages (double spaced) for projects submitted by an individual organization or 10 pages (double spaced) for projects submitted by a partnership of NGOs. All proposals shall be submitted in English. All supporting documents should be included as appendixes.

For both individual and partnership proposals, applicants are required to fill out the forms available at ankara.usembassy.gov – Announcements – Youth Innovation and Entrepreneurship Program Request for proposals (Application Form and Project Application Summary).

A Budget table must be included in the Application Form, and the applicant should detail the expenses needed to implement proposed activities. The budget table must be submitted in USD, not the local currency. An attached Budget Narrative should justify these expenses in terms of the reasonableness of the cost and the relevance to project activities. For partnership projects, budgets should clearly indicate how the budget is divided among partner organizations. Please indicate budget items that are cost-shared or co-funded by other sources.

Applicants must submit the following:

- One original of the proposal, including Budget Table and Budget Narrative.
- Copy of the Turkish Registration form.

2.4. EVALUATION PROCEDURES AND SELECTION CRITERIA

Upon receipt the Public Affairs section will check all received proposals against eligibility and selection criteria.

Applications are confidential and will be treated as such. The Public Affairs section will establish a Review Committee to assess the applications. The Review Committee will assess and score the applications according to the selection criteria described below, and make recommendations for funding to the Public Affairs section.

YOUTH INNOVATION AND ENTREPRENEURSHIP PROGRAM SELECTION CRITERIA

Technical Merit (Weight 55%)

Project Design/Evaluation

- Do the proposed activities address the goal of the Youth Innovation and Entrepreneurship Program?
- How significant is the project's impact on the youth and on individual high school students?
- How will the project generate interest among the high schools and other stakeholders?

- What are the expected short and long-term results of the project and how will the proposed activities achieve these results?
- Does the proposal include reliable provisions for objective evaluation of the project's achievements?

Partnerships/Cooperation

- Will the project be implemented in partnership? If so, are the advantages of partnership justified and well-described and the roles of each partner clearly defined?
- Does the project establish cooperation with other individuals or institutions (government, media, local and national stakeholders, NGOs other than partners within the scope of a joint project, etc.)?

Replicability

- Will the project establish a model, technique or approach that can be replicated by other groups or institutions?

Sustainability

- How likely is it that the benefits of the project and/or its activities will continue after the life of the Grant?

Institutional Capacity (Weight 30%)

- Does the applicant have sufficient motivation and capacity to manage the project/grant and to achieve the goals of the project?
- Does the applicant have, or have the ability to hire, staff (full-time and part-time) and volunteers with necessary skills, expertise and experience?
- Does the applicant have the necessary skills, reputation, experience and potential to contribute to Youth Innovation and Entrepreneurship Program goals, as evidenced by:
 - o previous experience in education program activities?
 - o level of experience in innovation and entrepreneurship?
 - o demonstrated cooperation with other institutions and related sectors?

Financial Plan (Weight 15%)

- Do planned costs ensure optimal delivery of proposed activities?
- How reasonable is the cost related to the results to be achieved?
- Are administrative and overhead costs reasonable?

The Public Affairs section reserves the right to conduct discussions and negotiations with applicants prior to final selection. Once approved by the Review Committee, proposals will be sent to the Office of Press and Public Diplomacy, Bureau of European and Eurasian Affairs, U.S. Department of State for the final technical review and approval.

3. TERMS AND CONDITIONS

NGOs selected for a Youth Innovation and Entrepreneurship Program Grant must comply with the following terms and conditions:

3.1. GRANT AGREEMENT

The Grant Agreement, which will be signed by the grantee and the U.S. Embassy, will include the approved budget, disbursement schedule, reporting requirements, and relevant standard provisions. For partnership project proposals, U.S. Embassy will sign a Grant Agreement with the lead organization. The grant will include the list of all partner organizations.

Organizations will receive funds in their bank account in advance and in installments up to 90% of the approved budget. After successful implementation of the project and U.S. Embassy approval of the final narrative and financial report, the organization will receive the final 10% of awarded budget funds, up to the total amount of approved expenses.

Once signed, the Grant Agreement may not be altered without prior approval. Significant changes in the project must be approved in writing by the U.S. Embassy in advance. Significant changes include budget shifts in any budget category exceeding 10 percent, major schedule shifts, and changes in major project activities.

Upon the final approval the NGO will be required to register through the D&B online web form process for US Government Contractors and Grantees at www.dnb.com/ccr/register.html.

Grant award will be in U.S. dollars but will only be transferred in through bank transactions.

All grants are subject to the availability of congressionally appropriated funds.

3.2. FINANCIAL MANAGEMENT

The NGO must have an acceptable system to account for receipt and expenditure of the funds which will be subjected to pre-award review by the U.S. Embassy. The NGO must prepare an annual financial statement that is an accurate and fair representation of the organization's financial position.

3.3. REPORTING REQUIREMENTS

Regular financial and narrative (progress) reports describing project activities and results will be required. The Grant Agreement will detail the reporting requirements. Recipients must be willing to adhere to the reporting requirements and schedule.

For partnership project proposals, the lead organization will be responsible for submitting financial and narrative reports to the U.S. Embassy.

The disbursement of subsequent grant installments will be contingent on timely and satisfactory submission of the required documentation.

3.4. MONITORING

The PA Section of the U.S. Embassy will monitor grant programmatic and financial performance. The U.S. Embassy reserves the right to review finances and expenditures at any time during the project period, and for three years after the formal project completion and closeout.

3.5. ACCESS TO INFORMATION

All activities under the approved grant are considered to be within the public domain. Any information resulting from grant projects should be publicly available.

3.6. LIMITATIONS

There are certain costs that are unallowable under this award. A detailed discussion of unallowable costs can be found in the OMB A-122 and in the Standard Provisions at:

<http://www.whitehouse.gov/omb/circulars/a122/a122.html>

The following is a list of the most important unallowable costs:

- Promotion of political parties, religious, or commercial interest;
- Loans or credit;
- Distribution to individual persons in need;
- Any activity not declared in the program proposal and approved in the Grant Agreement;
- Fundraising activity;
- Capital investments (purchase of land, buildings, renovation, adaptation of premises, or other infrastructure building);
- Payments to government officials or employees;
- Contingency funds;
- Alcoholic beverages.

Funds spent on this program must be reasonable and allowable in accordance with U.S. Government-mandated regulations (OMB circular A-122). For details, consult the website at:

www.whitehouse.gov/omb/circulars/a122/a122.html